

## AMENDED AGENDA

AMENDED AGENDA OF THE WORK SESSIONS OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, TO BE HELD ON TUESDAY, APRIL 10, 2018, AT 5:30PM IN THE COCHISE COUNTY BOARD OF SUPERVISORS HEARING ROOM, 1415 MELODY LANE, BUILDING G, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY \_\_\_\_\_ AT \_\_\_\_\_ PM.

### ROLL CALL

#### COUNCIL

Councilmember Anna Cline, Ward III  
Councilmember Joan Hansen, Ward II  
Councilmember Frank Davis, Ward I  
Mayor David M. Smith  
Councilmember Bill Higgins, Ward I  
Councilmember Douglas Dunn, Ward II , Mayor Pro Tempore  
Councilmember Gabe Lindstrom, Ward III

#### STAFF

Robert E. Smith, City Manager  
Ashlee Coronado, City Clerk  
Keri Bagley, Finance Director  
Dan Duchon, Personnel Director  
Andy Haratyk, Public Works Director  
Albert Echave, Police Chief  
George Castillo, Fire Chief

#### CITY ATTORNEY

Britt Hanson

THE FOLLOWING ITEM WILL BE DISCUSSED AND/OR CONSIDERED AT THESE MEETINGS:

1. Presentation and Discussion of the Proposed Budget for Fiscal Year 2018-2019; Budget Training.

Robert Smith, City Manager

### ADJOURNMENT

Individuals with hearing disabilities can contact the City Clerk's Office (520) 432-6012 to request an Assisted Listening Device, at least 24 hours before the meeting.

Anyone needing special accommodation to attend this meeting should contact Ashlee Coronado at (520) 432-6012 at least twenty-four hours before the meeting.

Public documents referred to herein may be viewed during regular business hours at the City Clerk's Office at 1415 Melody Lane Bldg. G., Bisbee.

Pursuant to A.R.S. § 38-431.03(A) (3), the Council may vote to enter executive session at any point during this meeting for discussion or consultation for legal advice with its attorney(s), who may appear telephonically.



# MAYOR & COUNCIL WORK SESSION FOR April 10, 2018

**DATE ACTION SUBMITTED:** April 5, 2018

**DISCUSSION/PRESENTATION ONLY**

**SUBJECT: PRESENTATION AND DISCUSSION OF THE PROPOSED TENTATIVE BUDGET FOR FISCAL YEAR 2018-2019; BUDGET TRAINING**

**FROM:** Robert Smith, City Manager

**RECOMMENDATION:**

**PROPOSED MOTION:** WORK SESSION ONLY

**DISCUSSION:**

The focus of this meeting will be Budget Training. The schedule of upcoming Budget Work Sessions is attached.

The Proposed Tentative Budget for Fiscal Year 2018-2019 will be presented and discussed during this Work Session. The Tentative Budget will then be subject to public notice and hearing before the Final Budget is adopted in June. The Tentative Budget establishes the maximum expenditure limit for the Final Budget, but may still be modified prior to the final adoption of the Budget.

**FISCAL IMPACT:** NA

**DEPARTMENT LINE ITEM ACCOUNT:** NA

**BALANCE IN LINE ITEM IF APPROVED:** NA

**Prepared by:** Ashlee Coronado  
Ashlee Coronado,  
City Clerk

**Reviewed by:** Robert Smith  
Robert Smith,  
City Manager

## FY19 Budget Process

Worksheets to Department Heads with Payroll Data	2/01/2018
Completed Worksheets back from Department Heads	2/15/2018
Department/Finance meetings	2/20/2018 – 3/02/2018
Department Head/Finance Director Review	3/19/2018 – 3/23/2018
Department Head/Finance Director/City Manager Review	4/06/2018

Note: The Charter requires the City Manager to present the budget on or before the second Council meeting in May (May 15<sup>th</sup>, 2018) – or on a date fixed by the Council. All other requirements are mandated by the State:

Distribute Tentative Budget to Mayor and Council	4/10/2018
Budget Work Session-Budget Training	4/10/2018
Budget Work Session	4/18/2018
Budget Work Session	4/25/2018
Budget Work Session	5/02/2018
Budget Work Session	5/10/2018
Publish to City Website Notification of Fee/Tax Increase	5/26/2018
Conduct Hearing/Adopt Tentative Budget (must be on or before the third Monday in July)	5/15/2018
Publish Budget for 2 Consecutive Weeks (depends on newspaper publishing date)	5/24/2018, 5/31/2018 - Observer
First Truth in Taxation Notice and Press Release (TNT published in a paper of general circulation not less than fourteen days or more than twenty days before tax levy hearing and issue a press release with the same information as the published notice)	5/31/2018 - Observer
Second Truth in Taxation Notice (TNT published in paper of general Circulation not less than seven nor more than ten days before tax levy hearing)	6/11/2018 – Review 6/14/2018 – Observer (courtesy)
Public Hearing on Budget, Tax Levy, TNT (separate roll call) and vote on Final Proposed Budget (on or before the 14 <sup>th</sup> day before the tax levy is adopted)	6/19/2018
Adopt Property Tax Levy (on or before the 3 <sup>rd</sup> Monday in August)	7/03/2018
Submit Certified Copy of Tax Levy Ordinance to County (before 2 <sup>nd</sup> Monday in August)	Prior to 8/13/18